



City of Manteca

An Equal Opportunity Employer

Parks and Recreation Department, 252 Magnolia Avenue, Manteca, CA 95337

Phone: (209) 456-8600 / Fax (209) 923-8954 / Website: www.mantecagov.com/parks

Employment Application



USE TYPEWRITER OR PRINT IN INK: It is important that you answer all questions and thoroughly complete both sides of this application. Only City application forms will be used in screening. You may attach a resume if you wish, but referring to a resume and not completing information requested on the application may disqualify you from further consideration. All statements are subject to verification, and any information that is not correct or is omitted may result in loss of employment rights or a job.

Position Applying For:					
Name:	Last	First	Middle		
Address:	Number Street	Apt#	City	State	Zip Code
Home Phone: ()	Work Phone: ()	Cell Phone: ()	Email Address:		

Driver's License No: _____	Issuing State: _____
Type: Class C <input type="checkbox"/> Class B <input type="checkbox"/> Class A <input type="checkbox"/>	Expiration Date: _____

If your answer to any of the following questions is "yes," please explain on the lines below. A "yes" answer will not necessarily disqualify an applicant from employment. Each case will be examined and considered on the circumstances, date, and on the basis of job relevance.

	YES	NO	Explain – Include dates and facts
Has your driver's license ever been suspended or revoked as a result of a conviction(s) of a driving violation(s)? A DMV check may be required. Give date, location, nature and disposition of each offense.			
Have you ever been convicted of a criminal offense? You may omit traffic violations for which the fine imposed was \$30 or less, any offense which was adjudicated in a juvenile court or under a youth offender law, and any incident that has been sealed under welfare and institutions code section 781 or penal code section 1203.45.			
Were you ever discharged, rejected during probation, or have you resigned under pressure or unfavorable circumstances from any employment?			
Do you have any physical condition or handicap which may limit your ability to perform the essential and marginal job functions of the position you applied for?			
Have you served in the National Guard or state military? If so, please list relevant job skills you acquired.			
Have you had supervisory experience? If so, please list how many years.			
Can you after employment, submit a birth certificate or other proof of U.S. Citizenship, or proof of permanent resident alien status?			

Remarks/Comments: _____

CERTIFICATION OF APPLICANT/DISCLOSURE AUTHORIZATION & RELEASE: I certify that all statements on this application are true and complete to the best of my knowledge. I understand that any mis-statements or omissions any subject me to disqualification from this examination or dismissal from any future employment with the City of Manteca. "I hereby authorize any former employer, its employees and representatives, or any person listed as a reference to provide any and all information they deem appropriate regarding my employment and job performance to the City of Manteca and any of its employees, representatives, and agents. This information may be provided either verbally or in writing. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against any former employer, its employees and representatives, former educational institution or any person listed as a reference from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of such information by any person or party, whether such information is favorable or unfavorable to me."

Signature: _____ **Date:** _____

Name: _____ **Position:** _____

NAME: _____ POSITION: _____

EDUCATION: Name/Location of High School: _____ Highest Grade Completed: 8 9 10 11 12

Did you graduate High School? Yes No If "No," GED or California High School Proficiency Certificate? Yes No

College/University	Location	Semester Quarter Units	Degree/Certificate	Major Subjects	Dates Attended	
					From	To
					From	To
					From	To
					From	To

State any additional training or experience which you think will help you qualify for this position: _____

Languages (other than English): _____ Speak Read Write

Professional Licenses, Certificates, or Registrations held: _____

EMPLOYMENT EXPERIENCE: Starting with your most recent experience, list all jobs you have held for the past 10 years and explain any time periods in which you were unemployed. List each position separately. Relevant experience more than 10 years old should be included. All paid, volunteer, part-time, and internship experience will be prorated to the full-time equivalent. You may wish to attach additional pages if needed. A resume will not substitute for the information requested in this section.

Dates of employment: From (Mo/Yr) To (Mo/Yr)	Employer/Type of Business:	Job Title:	# Supervised
Hours per week:	Street Address City State/Zip Code	Name, title, and phone number of supervisor:	
Monthly salary:	Duties:		
Reason for leaving:			
Dates of employment: From (Mo/Yr) To (Mo/Yr)	Employer/Type of Business:	Job Title:	# Supervised
Hours per week:	Street Address City State/Zip Code	Name, title, and phone number of supervisor:	
Monthly salary:	Duties:		
Reason for leaving:			
Dates of employment: From (Mo/Yr) To (Mo/Yr)	Employer/Type of Business:	Job Title:	# Supervised
Hours per week:	Street Address City State/Zip Code	Name, title, and phone number of supervisor:	
Monthly salary:	Duties:		
Reason for leaving:			

Submit application to City of Manteca, Parks & Recreation Department. If you move, please notify Manteca Parks & Recreation of your new address.